

RESTRICTED

Executive

2 August 1949

Budget Officer

CONFIDENTIAL

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Discontinuance of procedure of requiring signature for salary checks

1. In view of the considerations set forth in the Acting Management Officer's memorandum of 27 July 1949 to the Executive, and the objections to giving further time to the matter of requiring signature for salary checks issued by the Treasury Department, this office wishes to suggest that we discontinue the requirement on a trial basis effective 5 August 1949 and if after a reasonable length of time no appreciable difficulties are encountered, we can permanently cease requiring signatures.

2. In order to assist the payment clerks, at least for the time being, the Payroll Division will continue to provide the Check List which is the agency's only copy of the payroll pertinent to each organizational group or unit concerned. The lists must be returned with appropriate notations regarding undelivered checks and the required certificate. Except for the elimination of the employee's signature requirement, existing procedures will remain in effect.

E. R. SAUNDERS

KEW/vlb

cc: Fiscal Br. ✓

Exec. file

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